Washington State
Department of Social & Health Services

Infant Toddler
Early Intervention
Program **(ITEIP)**

DSHS 22-598 (Rev. 7/04)

Infant Toddler Early Intervention Program
Data Management System

The following information is for families in the Infant Toddler Early Intervention Program (ITEIP) to explain how ITEIP collects and stores family/child data in the ITEIP Data Management System (DMS).

Why is my family's data being stored in the ITEIP Data Management System?

- To aid your Family Resources Coordinator (FRC) and service providers in providing services in a timely manner and according to parent/child rights as defined by Individuals with Disabilities Education Act (IDEA), Part C.

- To ensure data can be individually protected and aggregated for state counts and funding needs.

- The DMS will automatically generate the federal and state reports necessary to receive local, state and federal funding for services. Information is collected to determine your child's eligibility for early intervention services and to develop an Individualized Family Service Plan (IFSP).

- The DMS will help the FRCs, Local Lead Agencies and the DSHS State ITEIP program provide more consistent services to children/families by assuring services are provided in accordance with IDEA, Part C.

- The DMS will automate much of the paperwork that previously was done by hand.

Is my information secure?

- Yes! Your information is stored behind four levels of security. It is also scrambled when it travels between your FRC's computer and the DMS.

Where is my data stored?

- Your information will be stored in the DMS and password protected by your FRC and Local Lead Agency.

- Your information will be stored in a secure database maintained by the Infant Toddler Early Intervention Program. The data cannot be accessed via the Internet and information is not stored on the Internet.

- Some paper files are still needed, can be printed from the system and will be securely stored with your FRC.

Who can access my family's information?

- Your Family Resources Coordinator (FRC), Local Lead Agency, State ITEIP, and DSHS personnel.

- The FRC or the Local Lead Agency may grant other members of the IFSP team access to information only after you have given your consent.

- The ITEIP DMS must continue to meet the requirements of the Family Education Rights and Privacy Act (FERPA). This is true for all records whether stored electronically or on paper.

- The Infant Toddler Early Intervention Program, DSHS personnel will have rights to read individual family's electronic information. This is currently done with paper records. ITEIP, DSHS staff must also maintain confidentiality.

- Parents can request a report from their FRC, showing all persons who have accessed their family's information.

What information was collected before?

- Your information and program data was collected before. What has changed is where the information is stored.

- Your FRC can provide you with a complete list and copies of the information collected.

What information will be collected?

- Information that was previously collected on paper will be entered into the DMS.

How can I see what information is in the system about my family?

- Your FRC is key to accessing your information.

If I don't want my family's information in the system, can I still participate?

- If you wish to participate in early intervention services, your information needs to be entered into the ITEIP Data Management System. The majority of information currently being collected and stored in paper files will now be gathered electronically.

For more information, you can check out the Infant Toddler Evarly Intervention Program Web site at:
http://www1.dshs.wa.gov/iteip/